

Job Seeking Skills Workshops

February 2013

★ **South County Employment Center**
5735 South Redwood Rd. • Taylorsville

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



BUDGETING:	
Feb 6	1:00 PM–3:30 PM
*SKILLS IDENTIFICATION:	
Feb 4	1:00 PM–3:30 PM
Feb 25	9:00 AM–11:30 AM
RESUMÉ WRITING:	
Feb 5	1:00 PM–3:30 PM
Feb 6	9:00 AM–11:30 AM
Feb 12	9:00 AM–11:30 AM
Feb 20	9:00 AM–11:30 AM
Feb 26	1:00 PM–3:30 PM
*RESUMÉ LAB:	
Feb 8	9:00 AM–11:30 AM
Feb 22	9:00 AM–11:30 AM
INTERVIEWING SKILLS:	
Feb 5	9:00 AM–11:30 AM
Feb 12	1:00 PM–3:30 PM
Feb 13	9:00 AM–11:30 AM
Feb 19	1:00 PM–3:30 PM
Feb 27	9:00 AM–11:30 AM
*INTERVIEW LAB:	
Feb 1	9:00 AM–11:30 AM
Feb 15	9:00 AM–11:30 AM
*JOB SEARCHING WITH TECHNOLOGY:	
Feb 4	9:00 AM–11:30 AM
Feb 25	1:00 PM–3:30 PM
NETWORKING STRATEGIES:	
Feb 11	1:00 PM–3:30 PM
Feb 19	9:00 AM–11:30 AM
*LINKEDIN:	
Feb 11	9:00 AM–11:30 AM
Feb 26	9:00 AM–11:30 AM

BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

SKILLS IDENTIFICATION:

Use online tools to discover transferable skills and interests that you can use in all aspects of career management.

**Register first at jobs.utah.gov.*

RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

RESUMÉ LAB:

Receive additional resumé help and critique.

**Prerequisite — must have taken the Resumé Writing workshop. No registration necessary. First-come, first-served.*

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

INTERVIEW LAB:

Come prepared and dressed for a mock interview.

**Prerequisite — must have taken the Interview workshop. No registration necessary. First-come, first-served.*

JOB SEARCHING WITH TECHNOLOGY:

Learn advanced job search techniques to find the best commercial job sites, publish resumés online and research companies.

**Register first at jobs.utah.gov.*

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

LINKEDIN:

Discover the benefits of creating a LinkedIn account to find jobs and connect with people and companies. This workshop will include time to work on your LinkedIn profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.